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CITY COUNCIL APRIL 21, 2014 AGENDA
REGULAR MEETING 7:00 PM
City Hall , 1001 Bridge St. Vernonia OR 97064

Vision

Statement

Vernonia will continue to build a secure and diverse economic foundation while maintaining its historic atmosphere and undying sense of community through the values of: Pride – Integrity – Respect

Mission Statement

The City of Vernonia pledges to be an ethical and responsive government using community collaboration to foster leadership and a vision for civic improvement while providing a safe, peaceful, economically viable community.

1. Call to Order and Pledge of Allegiance – Mayor Josette Mitchell

2. Additions or Corrections to Agenda

3. Mayor Report

- A. Re-appoint Tim Bero to Airport Committee
- B. Recommendation for Airport Committee Member – Doug Davenport
- C. Recommendation to have Shannon Wilson conduct more test bores –
Public Works Committee
- D. Recommend separation of O&M and debt services in both sewer and water funds –
Public Works Committee

4. Councilor Committee Meeting Reports

5. Topics from the Floor/Audience Participation

Persons addressing the Council must state their name for the record. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.

6. Consent Agenda for Acceptance

The Consent Agenda is a policy of the governing body to approve, in one motion, routine and/or noncontroversial items, which can be determined prior to the meeting.

7. Consent Agenda for Approval

- A. City Council Minutes April 7, 2014

8. Unfinished Business

- A. Betterment Fund Recipient Application 2015
- B. Bleachers at Hawkins Park – Alicia Normand, Jamboree Committee

9. New Business

10. Business from Departments

- A. Police Department
- B. Pro-Tem City Administrator

11. Ordinances/Resolutions

- A. Resolution No. 11-14 Updated Columbia County Multi-Jurisdictional Hazard Mitigation Plan
- B. Ordinance No. 893 -- An Ordinance codifying Title 3 Public Protection

12. Correspondence

- A. Budget Meeting April 18, 2014 – 6:30 pm VCLC
- B. Budget Meeting April 23, 2014 – Public Hearing 6:30 pm VCLC
- C. Budget Meeting April 29, 2014 – 6:30 pm VCLC

13. Items from Mayor, Councilors, City Administrator

14. Recess to Executive Session as per ORS 196.660(2)

*The City Council will now meet in Executive Session for the purpose of
a-g*

The executive session is held pursuant to ORS 192.660 (2), which allows the Council to meet in executive session for the purpose stated.

*Representatives of the news media and designated staff are allowed to attend the executive session.**

All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

**Council may choose to allow other specified persons to attend.*

“A member of the news media or designee may not disclose any information from executive session, may not tape record, digitally record, and/ or video record any information to decrease the likelihood that information discussed in the executive session will be inadvertently disclosed.”

15. Return to Open Session for Final Action

Adjournment

*****AMERICANS WITH DISABILITIES ACT NOTICE*****

Please contact the City Recorder, Vernonia City Hall, 1001 Bridge Street, Vernonia, OR 97064 (Phone No. 503-429-5291) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TCC users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

Joann Glass

From: Josette Mitchell
Sent: Tuesday, April 08, 2014 11:40 AM
To: Joann Glass
Subject: FW: Airport Committee Meeting/ Possible New Member/ Tim Bero Committee Membership

From: ZRTIM [mailto:zrtim@aol.com]
Sent: Tuesday, April 08, 2014 11:21 AM
To: Josette Mitchell
Subject: Re: Airport Committee Meeting/ Possible New Member/ Tim Bero Committee Membership

Dear Josette Mitchell (Vernonia Pro-Tem City Administrator)

To: Vernonia Mayor & City Council,
From: Tim Bero (Airport committee Vice Chairman.)

I am interested in continuing my membership in the Vernonia Airport Committee.

Sincerely

Tim Bero

April 16, 2014

To: Vernonia City Council

From: Vernonia Airport Committee

Re: Doug Davenport appointment to airport committee

The Vernonia Airport Committee by consensus recommends by majority vote to appoint Doug Davenport to the airport committee.

Sincerely,

Georgeanna Seager

Airport Committee Secretary

Exhibit C
Recommendation Letter Standard

Date: 4-16-14

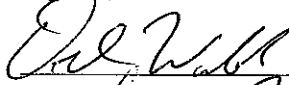
To: Vernonia City Council

From: Public Works Committee

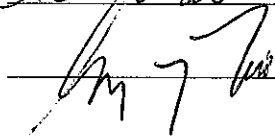
Re: Recommend to have Shannon Wilson conduct more test bores.

The Public Works Committee, at the March 25th, 2014 committee meeting recommends by majority vote to recommend to city council to have Shannon Wilson conduct more test bores to see if the hyporheic trench can be moved north. (To better inform the City Council, background or explanatory information following the recommendation statement would be recommended.) This subject has been debated for some time, it is the PWC opinion that the paid professionals should make the determination if the trench can be moved to the north or not, we will most likely need to conduct more test bores to see if the move north is feasible. The reason to move the hyporheic trench north is the opinion that the construction costs will be considerably lower (100K).

Signed,



(Committee Secretary)



(Committee Chair)

Exhibit C
Recommendation Letter Standard

Date: 4-16-14

To: Vernonia City Council

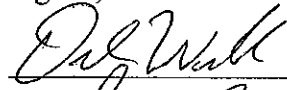
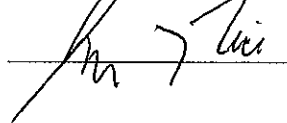
From: Public Works Committee

Re: Recommend separation of O&M and debt services in both sewer and water funds.

The Public Works Committee, at the March 25th, 2014 committee meeting recommends by majority vote to recommend to city council that the water and sewer rates be adjusted so that O&M and debt services are paid in the correct amounts. (To better inform the City Council, background or explanatory information following the recommendation statement would be recommended.)

We have already partially separated the debt service in the sewer accounts, it is the PWC desire to see that all debt service in both water and sewer is separated and billed for accordingly. Separating the debt service from the O&M requirements will make bills more clear to the customers exactly what they are paying for, monies received will be clearer where they are to be accounted for and budgeting will become clearer for all concerned.

Signed,

 (Committee Secretary)
 (Committee Chair)



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CITY COUNCIL APRIL 7, 2014 -- MINUTES
REGULAR MEETING 7:00 PM
City Hall, 1001 Bridge Street, Vernonia OR 97064

Council Present: Mayor Josette Mitchell; Councilman: Randy Parrow, Donna Webb, Bruce McNair, Kim Tierney
Staff Present: Officer Matt Brady; City Recorder, Joann Glass
Press Present: Vernonia's Voice, Scott Laird

1. Call to Order and Pledge of Allegiance -- Mayor Mitchell called the meeting to order at 7:00 pm

2. Additions or Corrections to Agenda

Councilor McNair moved, "To approve the agenda as presented." Councilor Parrow seconded the motion. Motion carried.

Proclamation – Sexual Assault Awareness Month – Amelia Henderson

Mayor Mitchell read the proclamation advocating the City of Vernonia play an active role to prevent sexual violence and proclaim April as "Sexual Assault Awareness Month!"

Proclamation – National Mental Health Month

Mayor Mitchell read the proclamation to proclaim April 2014 as National Child Abuse Prevention Month.

3. Mayor Report

A. Recommendation from Planning Commission to Appoint Erika Paleck to the Planning Commission

Mayor Mitchell with Council Consensus appointed Erika Paleck to the Planning Commission

4. Councilor Committee Meeting Report

Councilor Tierney reported that the Emergency Preparedness Committee had made changes to the Hazard Mitigation Plan Appendices and was concerned that the information was to be sent to the Emergency Management Coordinator of the Department of Emergency Management by this coming Friday and that Council has not seen the changes to Appendix H for the City of Vernonia.

Council after a discussion decided with consensus to hold a special City Council meeting on Thursday, April 10, 2014 at 7 pm to review the information and make a motion on the changes before being sent to the Coordinator.

Mayor Mitchell reported she will be attending a Cemetery Committee meeting on Tuesday at 4 pm instead of the regular time of Thursday at 6:30 pm

Councilor Webb reported she missed the Library Board Meeting and reported there will be a presentation on April 26, 2014 on "We are What we Eat." Circulation is up from 2013.

5. Topics from the Floor/Audience Participation

Persons addressing the Council must state their name for the record. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.

There were no topics from the Floor or Audience Participation

6. Consent Agenda for Acceptance

The Consent Agenda is a policy of the governing body to approve, in one motion, routine and/or noncontroversial items, which can be determined prior to the meeting.

- A. Library Board Minutes February 5, 2014
- B. Public Works Minutes January 28, February 11, and March 12, 2014
- C. Parks Committee Minutes February 19, 2014

Councilor Webb moved, "To accept the Library Board Minutes for February 5, 2014, the Public Works Minutes for January 28, February 11, and March 12, 2014 and the Parks Committee Minutes February 19, 2014 as presented." Councilor McNair seconded the motion. Motion carried.

7. Consent Agenda for Approval

- A. City Council Minutes March 3, 2014
- B. City Council Minutes March 17, 2014 No Quorum present at this meeting
Correction 11 Ordinances/Resolution – who seconded the motion.

Councilor McNair moved, "To accept the City Council minutes March 3, 2014 with the correction noted." Councilor Webb seconded the motion. Motion carried.

8. Unfinished Business

- A. Clean Fuels in Oregon

Council gave consensus for the Mayor to sign the letter to Senator Johnson and Representative Witt supporting the Oregon's Clean Fuel Program (CFP)

- B. Review and Approve RFP for Spencer Park

City Council did not have a meeting on March 17 for discussion of the RFP for Spencer Park. Dr. Cox did meet with the Mayor to review the RFP. The RFP was sent out with changes made and is due back by April 8, 2014 at 2 pm without Council seeing the completed version.

9. New Business

- A. Council Determination of Betterment Distribution

Tabled for next City Council Meeting. Mayor Mitchell will draft a version of the Betterment Fund Recipient Application.

- B. Requesting Appeal of Substantial Damage Determination 658 Madison

The previous owner of the property reported fraudulent information to FEMA, CAT and the insurance company on damages to this property due to the 2007 flood.

The new owner has had the home inspected and needs to bring it to pre-flood and the total improvements does not meet the 50% substantial damage. The City is repealing the Substantial Damage report and will require a Flood Plain Development Permit be filled out before utilities can be turned on.

Councilor Tierney moved, "That City Council remove the substantial damage determination for 658 Madison not to be substantially damaged." Councilor Parrow seconded the motion. Motion carried.

C. Rose Ave. Project CDBG Project pre-application – Casey Mitchell

Mr. Mitchell was not able to present the information. Mayor Mitchell explained that this is a pre-application to verify that the Senior Center and the Vernonia Food Bank qualifies for the Grant and that the City will be the grant holder once it is accepted.

Councilor Webb moved, “To allow Casey Mitchell to apply for the CDBG pre application that CAT will complete for the project for the Senior Center and the Vernonia Food Bank.” Councilor Parrow seconded the motion with Mayor Mitchell and Councilor Tierney abstaining. Motion carried.

D. Recommendation from Parks Committee \$1500 expenditure for repair of Hawkins Park Bleachers

Councilor Webb questioned the legalities and safety of the bleachers remembering that the school had questions about the use due to no hand rails and back to them.

Councilor Parrow suggested asking for donations for the lumber needed for the repairs.

The logging show and the booster club will be donating toward the repairs.

It was suggested that a MOU be drafted so that all that contributed will also have use.

Council consensus was to table the recommendation until the next meeting after the City checks with their insurance company on the liability.

E. Request from Pro-Tem City Administrator to attend Floodplain Managers conference June 1st – 6th Seattle, WA

Councilor Tierney moved, “That City Council approve the expenditures as outlined in Exhibit A and approve of the Pro-Tem City Administrator’s attendance of the ASFPM conference.” Councilor Parrow seconded the motion. Motion carried.

10. Business from Departments

A. Police Department – Chief Michael Conner

a) Monthly Police Blotter February 2014

B. City Administrator – Pro-Tem Josette Mitchell

- Has not received the scenario back from DEQ for USDA. Brad Bogus is preparing his information.
- There is a meeting with Regional Solutions on Tuesday from 1:30 – 3:30
- The book report from the Brownfield review for PBS was not thorough enough. There is money in the grant to complete what was proposed and is good until the end of the calendar year.
- Gwins connection fees has been tabled until the documents are gathered for all parties.
- Wednesday interviews have been scheduled for the park maintenance worker and park hosts. Two merchant machines have been ordered for credit card payments for camping reservations.
- City Hall will be closed April 24 and 25 for staff to work on getting all the files organized for all properties for FEMA, open permits, nuisance, Floodplain Development Permits etc. There will be a GIS data base for putting in all the information for each piece of property. This will stream line the files for easy access.

- Traveta is coming out and doesn't see any issue with the 2nd site for pumping
- Working with Al, Project Manager for 5 Star Construction on where to park equipment and using the second piece of property due to the CDBG requirements.

11. Ordinances/Resolutions

- A. Resolution No. 09-14 Amending Resolution No. 14-08 Section 2 Park Fees
Councilor Webb expressed that she did not like not offering electricity only.

Councilor Parrow moved, "To approve Resolution No. 09-14" Councilor Tierney seconded the motion with Councilor Webb nay. Motion carried.

- B. Resolution No. 10-14 Authorize Lease Agreement between City of Vernonia and Vernonia Health Board

Councilor Webb moved, "To approve Resolution No. 10-14." Councilor Parrow seconded the motion. Motion carried.

12. Correspondence

No correspondence was presented

13. Items from Mayor, Councilors, City Administrator

Mayor Mitchell let the Council know that the seniors are requesting a work session with the Senior Executive Board to talk about the use of the VCLC starting in January. The Senior Center will need to be demolished by March 2015.

Councilor Tierney attended the Vital Indicator Project Saturday. She was able to talk to Aaron Miller about students volunteering to work at the library and helping those that need to use a computer. This volunteer work would be extra credit for the student.

Councilor Webb shared that the "School to Work program" is an approach for extra credit for students.

Mayor Mitchell shared that Public Works has two students working with them.

Councilor Webb reminded everyone that Saturday, April 12th is Make Vernonia Shine Day.

Mayor Mitchell shared that the "Free Wheelers" Group will be taking over the maintenance of the Pioneer Cemetery.

Mayor Mitchell and Councilor McNair will be working on cleaning up the bushes and trees at the corner piece of property where the old WOEC building was located on Make Vernonia Shine Day.

Council Webb reminded everyone that a Hazardous Waste Station will be at the Lake on the 12th starting at 8 am.

Mayor Mitchell let Council know that the lake pump is on and Jeff is monitoring it until the lake is full.

14. Recess to Executive Session as per ORS 196.660(2)

*The City Council will now meet in Executive Session for the purpose of
(h) Legal Council*

Ruben Cleaveland, City Attorney was on the phone during the Executive Session

The executive session is held pursuant to ORS 192.660 (2), which allows the Council to meet in executive session for the purpose stated.

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15. Return to Open Session for Final Action

A Facility Use Permit and a Special Event Permit will be required for use of the Horse Arena.

Mayor Mitchell will be meeting with the President of the Ridge Riders.

Adjournment: City Council adjourned the April 7, 2014 meeting at 9:29 pm

Signed this _____ day of _____, 2014

Josette M. Mitchell, Mayor

Attest: _____
Joann M Glass, City Recorder



Betterment Fund Recipient

Application 2015

City of Vernonia
1001 Bridge Street
Vernonia, OR 97064

The City of Vernonia is looking for local groups/organizations to be designated as Betterment Fund recipients for the year 2015. Eligible groups/organizations will be invited and picked as recipients by the Vernonia City Council. Betterment funds are received to the City through the businesses in the Enterprise zone, and are designated to benefit local community group/organizations, please use this form to apply.

Name of Organization: _____

Contact Person: _____

Address: _____

Phone: _____ **Email:** _____

Please describe the work your organization does in the community:

If awarded, please describe how your organization would use the betterment funds:



Memo

To: Mayor & Council

04/17/2014

From: Finance

Re: Bleachers at Hawkins

As requested I contacted WSC Insurance and spoke to our agent regarding the insurability of the bleachers at Hawkins Park. He said that they are covered under the City's policy, but that if they don't meet the standards for safety the City may want to consider disposing of them. I was sent a lot of information regarding the minimum safety standards for bleachers. Please see attached excerpt.

The decision the City needs to make is whether or not we wish to assume the risk of allowing the public to use these bleachers on City property. However; any injuries that were to occur would be covered by our insurance policy.

Thank you-

Angie Handegard
Finance Administrator
503-429-5291
financial@vernonia-or.gov

enable the code to be applied retroactively.¹ An overview of the relevant requirements for guardrails and openings in the current codes and standards is given in the Appendix.

To prevent falls from bleachers, CPSC recommends that guardrails and openings meet the recommendations identified below. The rationale for these recommendations is also given.

2.2 Recommendations for Guardrails

Guardrails are barriers that surround elevated surfaces. To prevent falls from these surfaces, a child should not be able to pass under or through the components of a guardrail. It is also important that guardrails be designed so that they do not encourage young children to climb them.

- Guardrails should be present on the backs and portions of the open ends of bleachers where the footboard, seatboard, or aisle is 30 inches or more above the floor or ground below. See Figure 5. Bleachers with the top row nominally 30 inches above the ground may be exempt from this recommendation.
- The top surface of the guardrail should be at least 42 inches above the leading edge of the footboard, seatboard, or aisle, whichever is adjacent. When bleachers are used adjacent to a wall that is at least as high as the recommended guardrail height, the guardrail is not necessary if a 4-inch diameter sphere fails to pass between the bleachers and the wall.
- Any opening between components of the guardrail or under the guardrail should prevent passage of a 4-inch sphere.
- To discourage climbing on guardrails, guardrails should be designed in one of three ways:
 1. Use only vertical members as in-fill between the top and bottom rails.
 2. If there are openings in the in-fill that could provide a foothold for climbing, the widest measurement of the opening where the foot could rest should be limited to a maximum of 1.75 inches. Opening patterns that provide a ladder effect should be avoided.
 3. Where visibility would not be significantly impaired, use solid members.

¹ The exception to this is the National Fire Protection Association 101 Life Safety Code 2000 Edition which has provisions for existing bleachers.

RESOLUTION NO. _____

**A RESOLUTION UPDATING CHANGES TO THE 2009 COLUMBIA COUNTY
MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE**

WHEREAS, the City of Vernonia, Oregon has experienced repetitive disasters that have damaged commercial, residential and public properties, displaced citizens and businesses, and presented general public health and safety concerns; and

WHEREAS, the City has prepared a Hazard Mitigation Plan that outlines the City's options to reduce overall damage and impact from natural hazards; and

WHEREAS, the Hazard Mitigation Plan has been reviewed by community residents, business owners, and federal, state and local agencies, and has been revised to reflect their concerns;

NOW, THEREFORE, BE IT RESOLVED THAT:

Section 1: The Vernonia City Council has reviewed and revised Appendix H specific to the City of Vernonia to contain the specific information to support the Columbia County Multi-Jurisdictional Hazard Mitigation Plan update.

Section 2: This section supports the County's planning process by summarizing the review and incorporation of existing plans, studies, and reports used to develop this MHMP.

Section 3: The City of Vernonia is dedicated to mitigating potential natural and technological hazard threats to its population and infrastructure. To fulfill the goal, the City organized a Hazard Mitigation Plan development Steering Committee dedicated to identifying hazard threats and developing actions to mitigate damage and life losses from those threats.

This resolution shall become effective upon adoption by the City or Vernonia City Council.

Introduced for consideration and vote on this _____ day of _____, 2014

Ayes: _____ Nays: _____ Abstain: _____ Absent: _____

Signed by me, Josette Mitchell, Mayor, in authentication of its adoption this _____ day of _____, 2014

Josette M Mitchell, Mayor

Attest: _____
Joann M Glass, City Recorder

Vernonia Ordinances

ORDINANCE NO. _____

**An ordinance of the City of Vernonia codifying Title 3, Public Protection, of the
Vernonia Municipal Code and repealing Ordinances
313, 520, 544, 558, 598, 599, 582, 601, 605, 644, 690, 756, 809, and 813, including
resolutions that amended these ordinances.**

WHEREAS, in 2005 the City began the process of codifying its ordinances into a single municipal code in order to improve administrative efficiency but has not completed the codification;

WHEREAS, Title 3, Public Protection, is proposed to include the public protection regulations incorporating all such regulations found in existing Ordinances No. 313, 520, 544, 558, 598, 599, 582, 601, 605, 644, 690, 756, 809 and 813, as they may have been amended by ordinance or resolution; and

WHEREAS, City Council desires to codify Title 3, Public Protection, of the Vernonia Municipal Code.

NOW, THEREFORE, THE CITY OF VERNONIA ORDAINS AS FOLLOWS:

Section 1: Title 3, Public Protection, is added to the Vernonia Municipal Code, incorporating Ordinances 313, 520, 544, 558, 598, 599, 582, 601, 605, 644, 690, 756, 809 and 813, as they may have been amended by ordinance or resolution. Upon publication of Title 3 of the Vernonia Municipal Code, all ordinances and resolutions codified in Title 3 are repealed.

Section 2. The City Recorders is authorized to prepare Title 3, Public Protection, as specified in Section 1, including any final numbering, pagination, corrections, cross-references and minor clarifications as determined to be needed by City staff.

Read for the first time: _____, 2014.

Read for the second time and passed: _____, 2014, to become effective thirty (30) days hence.

Signed this _____ day of _____, 2014.

Josette M Mitchell, Mayor

Attest: _____
Joann M Glass, City Recorder

Resl. No. _____

Title 3 Public Protection

April 21, 2014